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PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue Pacific Grove, CA 93950

Dr. Ralph Gómez Porras
Superintendent
(831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Joshua Jorn
Assistant Superintendent
(831) 646-6509
Fax (831) 646-6582
josh.jorn@pgusd.org

March 9, 2023

NOTICE OF A CLASSIFIED MANAGEMENT VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

POSITION: ADULT SCHOOL PROGRAM COORDINATOR – Bilingual applicants preferred

Under the direction of the Adult School Principal, coordinate the Pacific Grove Adult Education Consortia plan, budget, distribution schedule and assessment plan in addition to regular oversight of Pacific Grove Adult Education identified programs, and assignments; the Adult School Program Coordinator will develop, analyze and monitor fiscal solvency of programs offered at the Adult School (example not limited to ESL, Parent Education, and/or Preschool program), as well as maintaining financial and budgetary records for the school.

POSITION

CRITERIA:

The most qualified candidates will meet the job description requirements and the following criteria:

- In coordination with the Adult School Principal, develop and oversee the Pacific Grove Adult Education Consortia plan, budget and special accounts
- Maintain records and all required documentation
- Submit reports in a timely manner
- Manage, maintain records, and support all program contracts, grants and partnerships related to the identified program (not limited to CASAS/TOPS PRO, Workforce Development, OTAN)
- Ensure Pacific Grove Adult School programs comply with federal and state standards ensuring optimal grant funding
- Community liaison for Pacific Grove Adult School
- Assimilate and analyze data
- Travel to and attend meetings
- Formal liaison to organizations involved with the assigned programs
- Professional knowledge of principles and practices in Adult Education
- Stay abreast of current trends in Adult Education and communicate best practices
- Communicate information to appropriate people and entities
- Other duties as assigned

EFFECTIVE: ASAP

REQUIREMENTS: Minimum three year's successful experience in adult education or a related field. Must have a College degree in business, accounting, educational organization or a related field. Excellent communication skills in working with both adults and students. Efficient use of computers, computer programs, and other office equipment. Skill in collecting, assembling and analyzing data, preparing and presenting reports, and monitoring progress. Possession of a valid California Driver's license is desirable. Valid CPR/First Aid Certification is required.

WORK DAYS: 220 per year ~ An exempt and salaried classified management position with an anticipated work schedule exclusive of a 1-hour meal period of Monday and Friday 7:30am-4:30pm, Tuesday through Thursdays 11:00am-8:00pm. Attendance at meetings outside of the anticipated work schedule is required.

SALARY AND BENEFITS:

1.0 FTE, Placement according to the PGUSD Classified Management Salary Schedule for Adult School Program Coordinator. Ranges from \$ 81,249 - \$ 87,108 (Salary increase pending board approval). Placement based on experience. Benefits include partially paid health, dental and vision insurance.

DEADLINE: March 23, 2023

APPLICATION: Please submit a complete application packet online at www.edjoin.org:

Pacific Grove Unified School District
Human Resource Department
Billie Mankey, Director II, Human Resources
435 Hillcrest Avenue
Pacific Grove, CA 93950
PHONE: 831-646-6507 FAX: 831-646-6527
District website: www.pgusd.org

A complete management application package includes a cover letter, edjoin application, current résumé, copy of College degree(s), copy of transcripts and 3 current (within last year) letters of recommendation.

District employees need only submit a letter of interest (updated résumé and copy of College degree is recommended)

**** Incomplete application packets will not move forward****

The Pacific Grove Unified School District does not discriminate against on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy, race, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic information, marital status, age, and military and veteran status.